

# Equipment Protocol at ALBA

## **General rules:**

- Prior to utilizing any ALBA equipment, you must fulfill the following requirements:
  - Demonstrate proficiency in using the particular piece of equipment
  - Complete Equipment Safety Orientation
  - Sign Equipment MOU
- Commercial farmers (6 or more years at ALBA) cannot use ALBA equipment on **Saturdays**. This day is reserved for incubator farmers only (those in their first 6 years with ALBA who have completed PEPA). All other days are open for commercial or incubator farmers.
- ALBA equipment cannot be operated when it is dark outside to protect human safety.

## **Before you use equipment:**

- Reserve the equipment and/or implements in the sign-in calendar as early as possible. Clearly mark you name, # of acres, and equipment needed. Reservations need to be made at least **30 minutes** before the time you want to use the equipment.
- If you need to cancel your equipment reservation, please mark that on the sign-in calendar as soon as possible.
- Before using equipment you must look at the sign-in calendar to make sure it is not already reserved
- Before using the equipment, check the basic features of the equipment, such as air in tires, fuel level, oil level, water level, and correct implement attachment.
- Each farmer should utilize their own hitch pins and have them attached prior to moving implements.

## **During your equipment use:**

- Follow safe operating procedures given during Equipment Safety Orientation.
- Use safety belt at all times.
- Farmer agrees to operate equipment consistent with recommendations of farm manager to optimize equipment use and safety.

## **After you finish using equipment:**

- Return equipment to the same parking space where it was previously.
- Return equipment in same configuration as it was originally (such as knife spacing, chisels, or other small changes that you may have made).
- Farmer is required to inform RDC Farm Manager if there seem to be any problems or maintenance issues such as filter changes, knife sharpening, etc.

## **To help keep equipment in good condition, protect safety, and save time and money:**

- Please operate the tractor at the correct speed for the implement you are using. When in doubt, go slow.

- Do not use the rototiller to incorporate a standing crop. Mow the crop first with the flail mower or rotary mower.
- Attend the Equipment Safety Orientation organized by the RDC Farm Manager.
- Attend other equipment field days when available to learn how to operate equipment safely and correctly.